

Borough of Greencastle

Manager's Report

November 2019

By: Lorraine Hohl

Significant Events

Farmer's Market

- Thank you Council, vendors, community members and Borough staff for your support with the 2019 Farmers Market. Without your time, commitment and dedication, the Market would not have had as great of success as it did. While the weather limited our ability to hold the third and final market for 2019, over the course of two months, the market was able to draw approximately 1,500 community members and visitors to our downtown! It was truly a blessing to see our small town thrive off of an event, in unison, where we support business, farmers, neighbors and each other. Staff is eager to support a 2020 Farmers Market pending approval.

Trick-or-Treat

- Due to inclement weather, the Borough Council and Staff rescheduled Trick-or-Treat to November 1st, from 6pm-8pm. This recommendation came to Council after many community members expressed their desire for a rescheduled date so children could participate in the festivities. Staff created a press release and uploaded the release to the Borough's website and Facebook page. Many community members were grateful for this change, as typically this is a rain or shine event. Staff recommends the Council to review the current Trick-or-Treat policy to include rain date language. Currently, Trick-or-Treat is scheduled on the Thursday before Halloween unless Halloween is on a Thursday.

Development

Waiver Request

- The Planning Commission reviewed a land development waiver request for 301 S Antrim Way pursuant to the Subdivision and Land Development Ordinance (SALDO). The Planning Commission, unanimously is recommending to the Council to approve the waiver request subject to the submission of a plan showing the type of fence being installed, the height of the fence, addressing if the top of the fence has barbed wire or not and the use of the additional building. Both Borough Engineer Keith Moore and Solicitor Zach Rice agreed with the recommendations set forth by the Planning Commission.

Administration and Finance

Reporting Fund Balances (using September 2019 reconciled numbers) *includes investments*

General Fund (01)	\$974,099.28
Sewer Fund (08)	\$889,046.28
Stormwater Fund (09)	\$301,565.92
Capital Reserve Fund (30)	\$271,150.78
Highway Aid Fund (35)	\$412,016.90

Budget Meetings

- Please review updated schedule on page 6. All meeting have and will continue to be open to the public.

National Fish and Wildlife Foundation Grant

- On October 22, 2019, Staff submitted a grant application to the National Fish and Wildlife Foundation: Pennsylvania Local Government Implementation for the proposed bioretention, rain garden Best Management Practice at the Lilian S. Besore Library. Working with the Borough Engineer, Staff assessed the most construction ready infrastructure related to our MS4 requirements and approved projects determining the rain garden to be the most susceptible for a grant award. The entire grant application, approximately 100 pages in length, is available for your review.

Personnel

- Emilee Little has been promoted to the position of Finance/HR Manager! Borough Staff and Council have shown their support during this transition as Emilee continues to learn new concepts, skills and tasks. Because of Emilee's previous knowledge of Finance/HR, neither the Staff nor the public have not felt a negative impact to Borough operations. Congratulations, Emilee!

Public Safety

Green Light Go Update

- Wyoming Electric has contacted the Borough office, establishing a start date for the flashing beacons at the intersections of N. Linden and Baltimore and N. Allison and Baltimore. Initially, the contractor was to begin work on Monday, October 28th however, the project team was notified that PA One Call, the service to call before you dig, was not notified and work could not begin until Thursday, October 31st.

Public Facilities

2016 Sidewalk Implementation Program: Addressing Non-Compliance

- The Borough of Greencastle instituted a Sidewalk Implementation and Maintenance Program, which designated areas in the Borough with a corresponding year of implementation and maintenance requirements. The program is designed to communicate via letter to property owners to place sidewalks on their parcel according to the standards and specifications approved by the Borough Council. The letter also states the target end date of when the sidewalk(s) must be established. If property owners do not show compliance, the program enables the Borough of Greencastle to conduct the work, add a 10% surcharge and place a municipal lien on the associated property.

There are three properties located in the Borough who have shown non-compliance in accordance to the 2016 Implementation Program. It is important to note, the 2016, 2017 and 2018 Implementation and Maintenance Program have not been placed on hold. The Borough Council placed the 2019 Implementation Sidewalk Program on hold until a time to be determined. Therefore, Borough Staff is requesting Council to approve the expenditures associated to completing the 2016 Sidewalk Implementation Program. The completion of this program would show Council's sincerity to the program while investigating and establishing a more comprehensive plan for future sidewalk implementation.

Truck Traffic on South Washington St.: Response Letter

- In response to the letter drafted and sent by Borough Staff and the letter sent by Mayor Ben Thomas, together both letters have had positive results. The Mayor's letter requested a traffic study and Borough Staff's letter requested larger signage for trucks to use Rt. 11 rather than S. Washington Street. District Traffic Engineer, Jason Bewley stated, "PennDOT will be restricting trucks with trailers over 45 feet in length and as a result of the restriction, will be installing signs in order to dissuade trucks entering S. Washington St traveling north on Rt. 11." We thank District 8 for their prompt attention and corrective action to help solve this ongoing safety and traffic control dilemma.

PennDOT Transportation Improvement Plan: FY2021

- During the late summer months of 2019, Borough Staff met with the Franklin County Planning Department and PennDOT District 8 Planner to gather notes of areas of improvement on PennDOT roads from the perspective of the Borough to be entered into the 2021 TIP. Correspondence has been maintained with the District 8 Planner and our notes/data points have been incorporated into the DRAFT FFY 2021 TIP for review. Items addressed include but not limited to are the right hand turn lane facing north on Rt. 11 at the intersection of Rt. 11/16 regarding the short length of the lane and addressing street calming measures in both directions of Rt. 16 to reduce speed and stop dangerous passing. Borough staff received a copy of the notes and sent reportable and non-reportable crash data statistics to District 8 with the help of the Greencastle Police Department.

Administrative Office

Vacancies

- The Borough of Greencastle continues to seek a volunteer position of Emergency Services Coordinator. If you know anyone who may be of interest, please have them contact the Borough administrative office or email at office@greencastlepa.gov
- Furthermore, both Len and Kim Trautner have resigned from their volunteer positions. Len sat on the Zoning Hearing Board and Kim volunteered on the Sidewalk Board of Appeals. Both of these positions are extremely valuable to our Borough and its operations. We encourage all interested volunteers to contact the Borough administrative office or email at office@greencastlepa.gov

Conrad Update

- A motion for Order of Contempt was filed to the court of Judge Sponseller due to the violation of the court order to abate the junk from Conrad's properties. Conrad had 30 days to abate the nuisance from the date of ruling or file an appeal. On the last day possible, Conrad filed an appeal, which was granted by Judge Sponseller. As a result, a hearing date has been set to January 2, 2020. The outcome of this hearing will determine whether or not the Borough of Greencastle can proceed to abate the nuisances found on Conrad's properties.

Stormwater Pollutant Impact Fee

- Third quarter utility bills encompassing water, sewer and SPIF charges were due on October 31, 2019. Staff encourages all rate payers to note the SPIF charge found on their current utility bill is due in full and if not paid, water service is subject to shutoff. The 2019 SPIF charges were not placed on hold and at this time, monies paid to the stormwater utility will not be refunded.

Senator Judy Ward's Grant Funding Workshop

- I had the pleasure to attend Senator Judy Ward's grant funding workshop earlier this month with Council President, Steve Miller. Many representatives from state funding entities were able to promote different grant types and how to apply for grants in the most effective manner. This workshop was extremely effective for those who have a desire to apply for grants, using projects ready for construction.

Make a Difference Day

- Officer Bob Petrunak and I spoke to a group of approximately 40 students from the Greencastle-Antrim Middle School during their Make a Difference Day celebrations. They came to learn more about local government, how it operates, challenges it faces and how they can be involved. At one point in the presentation, the group was asked if they had any concerns they wanted our Council members to be aware of that they wish to see addressed. Interestingly, one student

asked if Council could control the number of semi-trucks on Rt. 16 coming through Center Square!

Public Works (report notes from Public Works Manager: Bob Manahan)

Upcoming Projects

- The Public Works team continues to address street light installation as we target and mitigate dark areas in the Borough. Additionally, the Public Works team and the Police Department have identified the need for signal upgrades at the intersection of Rt. 11 and 16. Grant funding may be available to be used to remedy the existing problem.

Community Highlights

- A citizen stopped by the Borough office to express his gratitude for the cleanup of Moss Spring Run. He stated, "Moss Spring Run looks better than it ever has before and that the men doing the work are doing a great job; it looks fantastic." He continued his appreciation by noting how wonderful the leaf collection program was to the community and the benefit it has been to those who used to collect their leaves and take them elsewhere.

Wastewater (report notes from Chief Wastewater Operator: Kevin Hunsberger)

Significant Accomplishments

- The Center Wheel Bearing and Scraper #1 have been replaced therefore, basin #1 is back to active service. The Wastewater team is now cleaning and making minor maintenance adjustments to basin #2 as it has been drained and taken out of service. In preparation for the cold weather, the Wastewater team is performing proactive maintenance throughout the plant, pumps, and lines within the system.

<u>2020 Budget Meeting Schedule</u>		
<u>Due Date</u>	<u>Project</u>	<u>Jurisdiction</u>
September 25 th	Capital Project Proposals	Finance/Mayor
October 3 rd	Admin., Operations, Total Expenditures & Revenue	Finance/Mayor
October 10 th	Revenues & Wrap Up	Finance/Mayor
October 30 th	Budget Workshop	Council/Mayor
November 4 th	Preliminarily Adopt Budgets	Council/Mayor
December 9 th	Adopt 2020 Budgets/Tax Ordinance/Resolution	Council/Mayor

Note: All meetings open to the public.

